



Natural Resources Conservation Service  
75 High Street, Room 301  
Morgantown, WV 26505  
(304) 284-7560 (Phone)  
(304) 284-4839 (Fax)

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August 2, 2006

**WEST VIRGINIA BULLETIN NO:** WV360-6-9

**SUBJECT:** PER – Mandatory Privacy Basics Training

**Purpose:** To inform West Virginia employees of mandatory USDA Privacy Basics Training.

**Expiration Date:** October 2, 2006

**ACTION REQUIRED BY SEPTEMBER 15, 2006**

**Background:** USDA has established administrative, technical, and physical safeguards to comply with the Privacy Act as well as protect its information technology systems. A memorandum from David M. Combs, Chief Information Officer, dated June 16, 2006 informed states of the availability of a web-based course in AgLearn, “USDA Privacy Basics,” which teaches the Privacy Act and how protecting that data relates to the work at USDA.

**Explanation:** Effective immediately all employees, partners and contractors are required to complete the “USDA Privacy Basics” course by **September 15, 2006**. To take the training go to <http://www.aglearn.usda.gov> and enter your (Level 2) eAuthentication user ID and password. The “USDA Privacy Basics” course has been uploaded to each employee’s Learning Plan.

As you complete the training, send a copy of the certificate document by email to Lonnie Williams in Human Resources at [lonnie.williams@wv.usda.gov](mailto:lonnie.williams@wv.usda.gov) or FAX to (304) 284-7551.

For further information, please contact Charlotte Wertz, State Administrative Officer, at (304) 284-4247.

/S/ William P. O'Donnell, Acting for

RONALD L. HILLIARD  
State Conservationist

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